



INFORMATION SHEET

Serving the People of California

REPORTING NEW EMPLOYEE HIRING

As part of an ongoing effort to locate parents who are delinquent in their child support obligations, the California State Legislature enacted legislation (Senate Bill 1423 in 1992) that requires certain employers to report information on newly hired or re-hired employees, and employees who are returning to work, to the state Employment Development Department.

This information is placed in the New Employee Registry to assist the state Department of Justice to locate these parents who are not fulfilling their obligations, which each year shifts millions of dollars in child support costs to California taxpayers.

What Types of Employees Must be Reported?

- **NEWLY HIRED EMPLOYEES** - those individuals who have not previously been included on your payroll.
- **REHIRED EMPLOYEES** - those individuals who were previously included in your payroll, separated from your employment, and are now returning to your employment. These individuals should be reported only if they were not reported on your last Quarterly Wage Report, DE 6.
- **EMPLOYEES WHO ARE RETURNING TO WORK** from any furlough, termination, separation, layoff, or unpaid leave of absence. These individuals should be reported only if they were not reported on your last Quarterly Wage Report.

The following employees are not required to be reported to the registry:

- If at the time of hire, the employer has less than five California employees, the new employee need not be reported.
- Employees who are less than 18 years of age.
- Employees to whom you anticipate paying less than \$300 per month.

What Must be Reported and When?

First initials, last names, and Social Security Numbers of employees newly hired, rehired, or returning to work. In addition, your employer name, address, and eight digit EDD account number must be provided. This information must be reported within 30 days of hiring an employee.

Must All Employers Report?

Employers in 17 industries, as defined by their Standard Industrial Classification (SIC) code, are required to participate. New employers will be notified by mail of their inclusion in this program. Notification to new employers may take several months after initial registration. Any employer wishing to contribute to this effort may voluntarily report hiring information.

The industries required to report are:

Landscape and Horticultural Services	(SIC 0780 thru 0789)
Building Construction	(SIC 1500 thru 1599)
Heavy Construction,	
Other than Building Construction	(SIC 1600 thru 1699)
Construction Special Trade Contractors	(SIC 1700 thru 1799)
Motor Freight Transportation and	
Warehousing	(SIC 4200 thru 4299)
Water Transportation	(SIC 4400 thru 4499)
Wholesale Trade – Durable Goods	(SIC 5000 thru 5099)
Wholesale Trade – Nondurable Goods	(SIC 5100 thru 5199)
Automotive Dealers & Gasoline	
Service Stations	(SIC 5500 thru 5599)
Eating and Drinking Places	(SIC 5800 thru 5899)
Holding and Other Investment Offices	(SIC 6700 thru 6799)
Hotels and Other Lodging Places	(SIC 7000 thru 7099)
Business Services	(SIC 7300 thru 7399)
Auto Repair, Services, and Garages	(SIC 7500 thru 7599)
Motion Pictures	(SIC 7800 thru 7899)
Health Services	(SIC 8000 thru 8099)
Engineering, Accounting, Research,	
Management, and Related Services	(SIC 8700 thru 8799)

Report of New Employees

The Report of New Employee(s) (DE 34) is available from EDD. Please record all information in the space provided. However, you may submit a copy of the employee's W-4 form, or any other hiring document that includes the employee's name and social security number, and the employer name, address, and eight digit EDD account number. This information may be mailed to:

EDD
P.O. Box 997016, MIC 23
West Sacramento, CA 95799-7016
or fax to EDD at (916) 653-5214

How to Change Your SIC

Your SIC code will appear on the letter (DE 34A) informing you about this program. If your principal business activity does not agree with your assigned SIC, please contact the New Employee Registry hotline at (916) 657-0529.

Additional Information

If you need additional forms, or have questions concerning reporting requirements or subject status, please contact your local EDD Employment Tax Customer Service Office. Check the State Government section of your telephone directory under "Employment Development Department, Employment Tax Information" for the office nearest you.

In addition, if you wish to report on magnetic media, contact the Magnetic Media Unit at (916) 654-6845.

A hotline, (916) 657-0529, has also been established to provide information about the Registry. To receive a departmental response to questions not completely answered on the hotline recording, please leave your name, telephone number, and eight digit EDD account number.

Equal Opportunity Employer/Program. Auxiliary services and assistance available to persons with disabilities. TDD Users, contact the California Relay Service: 1-800-735-2929.